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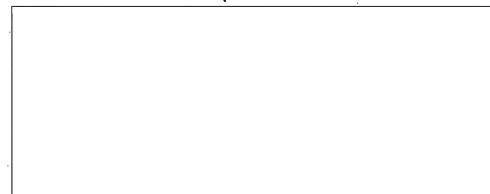29 September 1983

MEMORANDUM FOR: Requirements and Technology
                  Acquisition Working Group

25X1   FROM   :   Chairman

         SUBJECT   :   Minutes and Proposed Working Group Charter
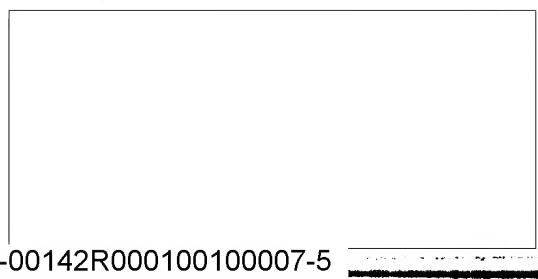
         Attached are two items: (1) minutes of our 22 September meeting, and
(2) the draft of our proposed charter that we will review at our 6 October
meeting. Please note the change in schedule for our next meeting (see
25X1   minutes).
25X1

         Attachments:
          As stated

25X1

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29 September 1983

MEMORANDUM FOR: Requirements and Technology
                  Acquisition Working Group

25X1   FROM: Chairman

        SUBJECT: Minutes of 22 September 1983 Working Group Meeting

25X1   1. The Requirements and Technology Acquisition Working Group met on
25X1   Thursday, 22 September 1983. Participants included

25X1   Monitoring the meeting was

25X1   2.   convened the meeting, asking for corrections to the
25X1   minutes of the 8 September meeting.   noted that his component is
25X1   IMS, as opposed to IRS. No other corrections were noted.

25X1   3.   presented a briefing on the OC requirements cycle.
        He explained that OC is trying to formalize the requirements process,
        including the call for communications requirements from Agency components,
        but there really are two requirements processes. The first, which OC is
        doing fairly well, addresses future levels of existing services. The
        second, which OC is doing less well, addresses the need for new and
25X1   different services. In the discussion prompted by   remarks, it was
        clear that any requirements methodology has to deal effectively with both
25X1   types of requirements.

25X1   4.   handed out some material extracted from Managing the
        Systems Development Process and recommended the group adopt this book as the
        basis for its requirements methodology. The group agreed after some
        discussion of how much should be included in the requirements process. The
        group's focus will be a fairly narrow one, leaving the larger issues to the
        Information Services Planning Working Group. (Copies of the book were
25X1   ordered and will be distributed as soon as they arrive.)

            5. Discussion of the scope of the group's work led to a review of the
        proposed working group charter. The group wanted more emphasis on the
        technology acquisition aspects of our work and several other changes. A
25X1   revised draft will be circulated prior to our next meeting.

25X1

25X1

6. The next meeting of the working group is scheduled for Thursday, 6 October 1983, at 0930 in Room 4C32. (Note the change of time to accommodate the ISB meeting at 1100). The agenda for that meeting, which is scheduled for 60 minutes, is as follows:

    a. Approval of minutes of the previous meeting.

    b. Miscellaneous old business.

    c. A final review of the working group charter.

    d. Discussion of deliverables for the ISB.

25X1

    e. Discussion of a requirements methodology.

25X1

25X1   O/Compt/IHG/_____ (28 Sep 83)

Requirements and Technology Acquisition Working Group
Charter

Purpose

The purpose of the ISB and its working groups as a whole is to improve the effectiveness of Agency information handling activities. The focus of our working group is the requirements and technology acquisition process. In particular, we are to examine, with an Agency-wide perspective, the process of formulating, validating, and coordinating Agency requirements for information handling services, and propose improvements where they are warranted. We are to pay particular attention to the role of new technology in the requirements process.

Objectives

Our objectives are as follow:

1. To recommend a methodology for developing Agency requirements for information systems and services. The methodology must explicitly include the systematic consideration of the latest available information systems technology.

2. To examine the Agency's ability to use the recommended requirements methodology with its given organizational structure, and to suggest organizational improvements where they are warranted.

3. To address specific requirements as raised by the ISB, members of this working group, and members of other working groups.

Scope of Work

For the Requirements and Technology Acquisition Working Group's purposes, information handling sytems of interest consist of, but are not limited to, electronic technologies, including text, data, voice, video, communications, imagery, and graphics, as well as related processes and services, included in the CIA Program.

Organization and Responsibilities

The Requirements and Technology Acquisition Working Group is responsible to the ISB. Requirements Working Group members shall select a Chairman to serve at the pleasure of the group. The chairman will prepare the agenda for group meetings, be the group's spokesman, perform final editorial review on written material prepared by the group, and arrange for the taking of minutes of the working group meetings. The working group will forward minutes of its meetings to the ISB Executive Secretary and present its findings and recommendations to the ISB Chairman orally or in writing, at his discretion.

25X1